

BIDS SHALL BE PUBLICLY OPENED AT 11:00 A.M., PREVAILING WASHINGTON, D.C. TIME, ON APRIL 30, 2009.

ANY QUESTIONS BEFORE AWARD CONCERNING THESE SPECIFICATIONS CALL FRANK YATOR (202) 512-1239 (AST 5). AFTER AWARD, REFER ALL QUESTIONS TO YOUR CONTRACT ADMINISTRATOR WHOSE NAME APPEARS IN THE UPPER PORTION OF THE PURCHASE ORDER. NO COLLECT CALLS.

FACSIMILE BID SPECIFICATIONS

U.S. Government Printing Office (GPO)
Washington, DC

GPO CONTRACT TERMS: Any contract which results from this Invitation for Bid will be subject to GPO Contract Terms (GPO Publication 310.2, effective December 1, 1987 (Rev. 6-01)) and Quality Assurance Through Attributes Program for Printing and Binding (GPO Publication 310.1, effective May 1979 (Rev. 8-02)).

All of the requirements of these specifications apply equally to both jackets unless otherwise indicated.

PRODUCT: Two publications with separate wraparound covers, perfect-bound (Jkt. 348-837 = 140 pages; Jkt. 348-838 = 116 pages).

TITLE: Jkt. 348-837 – 2009 Disaster Losses Kit for Individuals.
Jkt. 348-838 – 2009 Disaster Losses Kit for Businesses.

ITEM: Jkt. 348-837 – Pub. 2194 (Rev. 2009).
Jkt. 348-838 – Pub. 2194B (Rev. 2009).

CATALOG NUMBER: Jkt. 348-837 – 24928R.
Jkt. 348-838 – 31161M.

QUANTITY: Jkt. 348-837 – 100,216 copies, plus or minus none.
Jkt. 348-838 – 40,216 copies, plus or minus none.

Statistical Determination of Actual Quantities Shipped: The Government has developed a Statistical Sampling Program for determining quantities received by IRS destinations. Two basic methods will be available, the hand counting method and the machine counting method. The contractor agrees that the Government may choose either or both methods for quantity verification. Where shortages occur the contractor will have to make up the shortages (if time permits) or be subject to corrective action.

Unscheduled material such as shipping documents, receipts or instructions, delivery lists, labels, etc., will be furnished with the order or shortly thereafter. In the event such information is not received in due time, the contractor will not be relieved of any responsibility in meeting the shipping schedule because of failure to request such information.

Toll Free WATS lines to the GPO are available to successful bidders to report information regarding compliance with schedule requirements under "SCHEDULE". The toll free number is 1-800-424-9470 or 9471 and for calls originating in the Washington, DC area, 202-512-0516 or 0517. Personnel answering these calls will be unable to respond to questions of a technical nature. These calls cannot be transferred to other telephones in GPO.

GOVERNMENT TO FURNISH: Electronic transfer of print files, via e-mail or File Transfer Protocol (FTP). Files will be in Portable Document Format (PDF) generated from Adobe Acrobat 8.0 compatible with Acrobat 7.0. The operating system is Windows based, the application used to create the product is OneForm Designer Plus. When necessary, files will be color separated. All images in the PDF files are in hi-resolution and all fonts will be embedded in the files prior to image processing. The contractor is responsible for checking files contained on the furnished

electronic files/media to insure that correct files output selection has been provided for, so as to correctly output for printing. Output must be generated on high resolution image processors.

PDF file for IRS carton label. Contractor must fill out the furnished file electronically. Nothing is to be hand-written on shipping container labels.

Form 2040 in a PDF fillable Adobe Acrobat 8.0 file format provided via e-mail

CONTRACTOR TO FURNISH: All materials and operations, other than those listed under "Government to Furnish," necessary to produce the product(s) in accordance with these specifications.

Contractor is required to have Internet access, provided through an Internet Service Provider (ISP), an e-mail account and a web browser equivalent to Internet Explorer 6.0 or Netscape 4.0. The contractor is also required to have Adobe Acrobat 8.0 Standard (or higher) software (not Adobe Reader).

PROOFS: None required.

Identification markings such as register marks, ring folios, rubber stamped jacket numbers, commercial identification marks of any kind, etc., except GPO imprint, form number, and revision date, carried on copy or film, must not print on finished product.

STOCK: The specifications of all paper furnished must be in accordance with those listed herein or listed for the corresponding JCP Code numbers in the "Government Paper Specification Standards No. 12" dated February 2008.

Cover: JCP Code* L20, White Vellum-Finish Cover, Basis Size 20 x 26", Basis Weight 50 lb, per 500 sheets.

Text: JCP Code* A10, White/Natural Shade Newsprint, Basis Size 24 x 36", Basis Weight 28-30 lb. per 500 sheets.

PRESSWORK: Print cover one side only in black ink. Covers 1 & 4 print with line matter and with halftones on Cover 1. Covers 2 & 3 are blank.

Text prints head to head in black ink. Jkt. 348-837 -- 140 pages; Jkt. 348-838 -- 116 pages. Some pages print with halftones/flat tones.

MARGINS: Head 1/2", center sides.

TRIM SIZE: 8-1/2" x 11, bind on the 11" dimension.

BINDING: Perfect bind text and wraparound cover. Trim three sides.

PACKING: Pack 42 copies of Jacket 348-837 and 48 copies of Jacket 348-838 per shipping container in 2 stacks not to exceed 32 lbs. Pack each jacket separately. Pack solid in corrugated or solid fiber shipping containers, bursting strength: 200 p.s.i., minimum. No internal wrapping or tying. Place full size corrugated boards on top, bottom, and vertically between stacks. The cartons, if stapled, may only be stapled on the bottom and/or side, in accordance with GPO Contract Terms (310.2), and the label must be applied to coincide with this construction, that is, no staples are to be on the top. Cartons are to be sealed at top with 2 to 3" paper or polyester tape (not reinforced).

PALLETS: Pallets must be type III and must conform to Federal Specifications NN-P-71C, and any amendments thereto except for dimensions and single center stringer. Full entry **MUST** be on the 40" width. Strict adherence to these dimensions is necessary to accommodate storage requirements of IRS distribution centers. Receipt of incorrect pallets may result in a charge for each incorrect pallet which will be assessed against the contractor. This charge will cover additional costs incurred by IRS to repalletize the shipment onto correct pallets. Cartons shall be stacked on pallets with a maximum height of 55", including pallet. Do NOT use metal strapping or pallet caps for securing material on pallets. There must be no more than one partial pallet per destination.

IRS Document 12321, Pallet Specifications, will be provided via e-mail to contractor with Electronic Distribution List notification.

LABELING AND MARKING (package and/or container labels): All cartons must have IRS shipping label (IRS Form 6153 (3-2006)) affixed to one end of the carton only (never on top, long-side, or bottom). Bulk Shipment carton labels **MUST** be generated from the PDF file provided. Contractor **MUST** produce shipping container labels from the furnished file in the same-size, black ink, on White stock, and fill in any appropriate blanks electronically. **Carton labels that are streamlined or recreated (redesigned) by the contractor will not be acceptable.**

IRS Form 6153, Carton Label, will be provided via e-mail to contractor with Electronic Distribution List notification.

Fields for Contractor to Update Electronically: (a) Carton # of # *; (b) From address; (c) To /Consignee address**;
and (d) Carton quantity (if carton quantity is blank, it must be updated with the correct packing quantity).

*Automated Carton # of # fields: To print the correct number of labels for each address with sequential carton numbers, input the total number of cartons in second # field and press "Print Labels" button. ***Warning: Once the print button is pressed, printing cannot be canceled. Be sure all information is correct prior to printing.***

**At the contractor's option, the consignee address may be eliminated from the carton labels on all full and secure pallet loads. If this option is exercised, then in addition to the cartons being labeled, pallets require labels containing the full shipping address on all four sides and top of the load on the pallet.

Correct labeling of shipping cartons, in strict accordance with the requirements of these specifications, is essential to the identification, distribution and warehousing activities of the ordering agency.

Contractor is to follow all the instructions listed on the carton label, please contact Bartholomew Truitt at 202-622-6606 or Bartholomew.S.Truitt@irs.gov for Jacket 348-837, and Jonathan Rice at (202) 283-0496 or Jonathan.L.Rice@irs.gov for Jacket 348-838 with any questions or concerns related to carton labels.

MISLABELING/QUANTITY/LOOSE PACKING: In addition to other inspection procedures detailed elsewhere in these specifications, the contractor is responsible for correcting all packaging and packing problems (i.e. mislabeled cartons, IRS carton labels not being used, cartons not being packed solid). The delivery will either be returned to the contractor to be corrected or the contractor will be required to make the corrections on site. If the contractor is required to make corrections on site and does not arrange to be on site correcting the problem(s), they will then be billed by GPO for the amount that accrued in fixing the problem by an outside vender.

"Mislabeling" means any error on the carton label which incorrectly states or identifies the title of the product; the product identification number; or the quantity of copies actually contained in the carton.

NOTE: If contractor has any questions about the packaging and labeling of product because it does not fit the stated specifications due to the actual carton size please contact Bartholomew Truitt at 202-622-6606 or Bartholomew.S.Truitt@irs.gov for Jacket 348-837, and Jonathan Rice at (202) 283-0496 or Jonathan.L.Rice@irs.gov for Jacket 348-838 for instructions.

QUALITY ASSURANCE LEVELS AND STANDARDS: The following levels and standards shall apply to these specifications:

Product Quality Levels:

- (a) Printing Attributes -- Level IV.
- (b) Finishing Attributes -- Level IV.

Inspection Levels (from ANSI/ASQC Z1.4):

- (a) Non-destructive Tests -- General Inspection Level I.
- (b) Destructive Tests -- Special Inspection Level S-2.

Specified Standards: The specified standards for the attributes requiring them shall be:

<u>Attribute</u>	<u>Specified Standard</u>
P-7. Type Quality and Uniformity	Furnished electronic media

Quality Assurance Random Copies (Pink Label): The contractor MUST submit 200 quality assurance random copies of each jacket, at the completion of production, to test for compliance against specifications. The contractor must divide the entire order into equal sublots and select one copy from a different general area of each subplot. The contractor will be required to execute "Certificate of Selection of Random Copies", furnished by GPO, certifying that copies were selected as directed. The random copies constitute a part of the total quantity ordered, and no additional charge will be allowed.

These randomly selected copies must be packed separately and identified by a special Government-furnished pink label, affixed to each affected container. Additional labels, if needed, are to be reproduced on pink stock. The container and its contents shall be recorded separately on all shipping documents and sent at contractor's expense, by traceable means, to U.S. Government Printing Office (IRS), Printing Procurement - Stop PPSQ, Quality Assurance Section, Washington, DC 20401

A copy of the SPECIFICATIONS and the signed Government-furnished "Certificate of Selection of Random Copies" must be included with the Quality Assurance Random Copies

DISTRIBUTION: Ships f.o.b. contractor's city and f.o.b. destination as indicated below.

Ship f.o.b. destination:

Ship 5 sample copies of Jacket 348-837 to: IRS, 1111 Constitution Ave., NW, Attn: Bart Truitt/W & I Tax Products, Room: 6239, Washington, DC 20224.

Ship 5 sample copies of Jacket 348-838 to: IRS, 5000 Ellin Road, Attn: Jonathan Rice-Business Tax Products, Room C6-182, Lanham, MD 20706.

Ship 15 copies of each jacket marked "File Copies" to the Library of Congress, Madison Building, Anglo-American Acquisitions Division, Government Documents Section, C Street (between 1st & 2nd), SE, Washington, DC 20540.

Ship 2 copies of each jacket marked "Depository Copies--A, Item 0964-B" to the U.S. Government Printing Office, Depository Receiving Section, 44 H Street, NW Loading Dock, Washington, DC 20401. Any cartons containing "Depository Copies" that are mailed to the GPO's Depository Receiving Section must be clearly marked to indicate the total number of cartons in the mailing. For example: 1 of 3; 2 of 3; 3 of 3.

Ship f.o.b. contractor's city:

Ship 100,000 copies of Jacket 348-837 and 40,000 copies of Jacket 348-838 to: IRS/National Distribution Center, W:CAR:MP:M:L:NDC:B:WH, 1201 N. Mitsubishi Motorway, Bloomington, IL 61705-6613.

Government bills of lading will be furnished for the bulk shipment above.

SCHEDULE: Purchase order number by telephone by May 1, 2009.

Furnished electronic files will be forward to the contractor by May 1, 2009.

Note: Files received in unusable condition will be replaced by IRS on an expedited basis. It is the contractor's duty to report such occurrences to the IRS Resident Coordinator, or Bart Truitt at (202) 622-6606 for Jacket 348-837 or Jonathan Rice at (202) 283-0496 for Jacket 348-838, as soon as discovered.

Ship complete on or before May 19, 2009.

ELECTRONIC SHIPPING VERIFICATION: A fillable PDF file will be e-mailed to contractor, PDF file will contain locations, and quantities to be shipped. IRS' Electronic Form 2040- Distribution List is used for shipping verification and is used for the purpose of updating IRS' databases and to inform destinations of the shipping and quantity status. The contractor **MUST** update the Electronic Form 2040 and transmit via e-mail to IRS on day of product shipment. **Any delay or missed input could result in delay of payment.** The contractor is required to complete and email Form 2040 daily to IRS when shipping begins. The majority of the information will be included in the report from the IRS to the contractor but the contractor is responsible for the verification and correctness of information supplied back to IRS. It will be the contractor's responsibility to update the Shipping Status, Ship Quantity and Date Shipped fields with their information as per instructions included in Form 2040 PDF. An IRS' Quick Reference Guide for the Form 2040 application will be made available to the contractor a upon request. If there is any information missing or incorrect, please contact the IRS Printing Analyst that is specified in the upper corner of Form 2040.

OFFERS: Offers must include the cost of all materials and operations for each Jacket listed in accordance with these specifications. Award will be based on the lowest total price for the jackets listed. The price for additional quantities must be based on a continuing run, exclusive of all basic or preliminary charges and will not be a factor for determination of award.

Transportation charges are not a factor in determining award.

Contractor must give the location (post office, city and state) from which any required mailing will be made, and the location (city and state) of the plant(s) from which this product will be shipped. Contractor is responsible for all deliveries in own ICC commercial zone, per GPO Pub. 310.2, page 8, paragraph 6.

Bids received based on shipping the specified f.o.b. contractor's city consignments via f.o.b. destination will be considered nonresponsive.

	Bid Price	Additional 1,000 copies
Jacket 348-837 – 100,216 copies per specifications.....	\$ _____	\$ _____
Jacket 348-838 – 40,216 copies per specifications.....	\$ _____	\$ _____
Total Price.....	\$ _____	

NOTE: Contractor must bid on both jackets. Bids based on award of one jacket only will be deemed nonresponsive.

Fill out and return this page attached to GPO Form 910.

SUBMIT WRITTEN BIDS TO: Written bids are sent to U.S. Government Printing Office, Bid Section (PPSB), Room C-161, 36 H St. NW, Washington, DC 20404

FACSIMILE BIDS ARE PERMITTED. Facsimile Bids Are Permitted. Submit facsimile bids to FAX number 202-512-1782, one bid per facsimile. Refer to Solicitation Provisions in GPO Contract Terms (GPO Publication 310.2), Page 1, Para. 6. Note: With each bid submitted, whether written or facsimile, bidder must provide a duplicate copy.

Note: With each bid submitted, whether written or facsimile, bidder must provide a duplicate copy.

Name of Firm

Signature of Bidder